

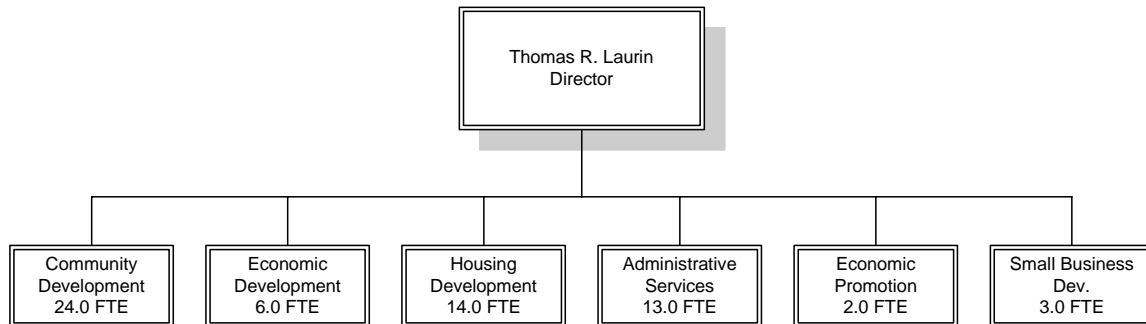
## ECONOMIC AND COMMUNITY DEVELOPMENT

### Thomas R. Laurin

#### MISSION STATEMENT

The Economic and Community Development Department works to improve the quality of life for residents of the County through the identification, obtainment and administration of local, state, federal and private funding resources available for community development, housing programs, and economic development.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

2004-05					
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Staffing
ECD Consolidated Spec. Revenue	55,793,954	40,455,119		15,338,835	58.0
Economic Promotion	719,289	-	719,289		2.0
Small Business Development	156,214	-	156,214		3.0
<b>TOTAL</b>	<b>56,669,457</b>	<b>40,455,119</b>	<b>875,503</b>	<b>15,338,835</b>	<b>63.0</b>

### ECD Consolidated Special Revenue Funds

#### DESCRIPTION OF MAJOR SERVICES

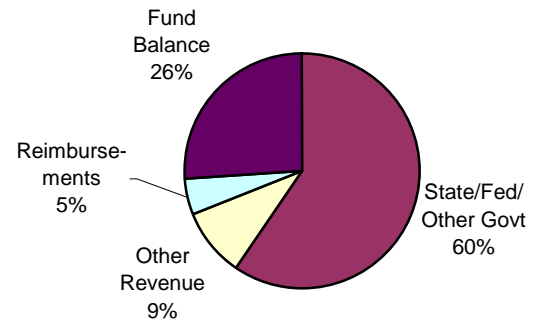
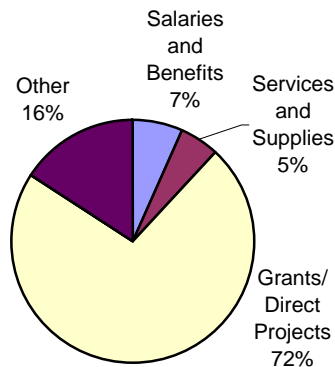
The Economic and Community Development is responsible for administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through the Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), the Home Investment Partnership Grant (HOME), the Neighborhood Initiative Grant (NI) and the Economic Development Initiative Program (EDI) Grant. In addition, the department has received and will administer a United States Department of Agriculture Forest Service grant for Southern California Drought Assistance.

#### BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	23,714,740	62,479,653	22,343,117	55,793,954
Departmental Revenue	25,026,053	45,674,109	20,876,408	40,455,119
Fund Balance		16,805,544		15,338,835
Budgeted Staffing		61.0		58.0



In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. Most of ECD's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpended and unrealized amounts in 2003-04 have been carried over to the subsequent year's budget.

**2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY****2004-05 BREAKDOWN BY FINANCING SOURCE**

**GROUP:** Econ Dev/Public Svc  
**DEPARTMENT:** Economic and Community Dev  
**FUND:** Economic and Community Dev

**BUDGET UNIT:** ECD Consolidated  
**FUNCTION:** Public Assistance  
**ACTIVITY:** Other Assistance

**ANALYSIS OF 2004-05 BUDGET**

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	3,629,475	3,898,062	236,359	-	-	4,134,421	(162,339)	3,972,082
Services and Supplies	1,709,909	2,404,534	22,427	-	-	2,426,961	549,756	2,976,717
Grants/Direct Projects	14,228,589	51,887,647	-	-	-	51,887,647	(9,341,508)	42,546,139
Central Computer	34,249	34,249	6,846	-	-	41,095	-	41,095
Transfers	3,760,508	5,940,991	-	-	-	5,940,991	1,326,276	7,267,267
Total Exp Authority	23,362,730	64,165,483	265,632	-	-	64,431,115	(7,627,815)	56,803,300
Reimbursements	(2,423,900)	(1,898,138)	-	-	-	(1,898,138)	(1,111,208)	(3,009,346)
Total Appropriation	20,938,830	62,267,345	265,632	-	-	62,532,977	(8,739,023)	53,793,954
Oper Trans Out	1,404,287	212,308	-	-	-	212,308	1,787,692	2,000,000
Total Requirements	22,343,117	62,479,653	265,632	-	-	62,745,285	(6,951,331)	55,793,954
<b>Departmental Revenue</b>								
Taxes	39,275	-	-	-	-	-	40,000	40,000
Fines and Forfeitures	9,887	1,500	-	-	-	1,500	8,500	10,000
Use of Money & Prop	677,638	835,453	-	-	-	835,453	(46,053)	789,400
State, Fed or Gov't Aid	15,707,318	35,439,011	-	-	-	35,439,011	(455,337)	34,983,674
Other Revenue	4,442,290	9,398,145	-	-	-	9,398,145	(4,766,100)	4,632,045
Total Revenue	20,876,408	45,674,109	-	-	-	45,674,109	(5,218,990)	40,455,119
Fund Balance		16,805,544	265,632	-	-	17,071,176	(1,732,341)	15,338,835
Budgeted Staffing		61.0	-	-	-	61.0	(3.0)	58.0



DEPARTMENT: Economic and Community Dev  
 FUND: Economic and Community Dev  
 BUDGET UNIT: ECD Consolidated

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
<b>2003-04 FINAL BUDGET</b>	<b>61.0</b>	<b>62,479,653</b>	<b>45,674,109</b>	<b>16,805,544</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	236,359	-	236,359
Internal Service Fund Adjustments	-	29,273	-	29,273
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>265,632</b>	<b>-</b>	<b>265,632</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BASE BUDGET</b>	<b>61.0</b>	<b>62,745,285</b>	<b>45,674,109</b>	<b>17,071,176</b>
<b>Department Recommended Funded Adjustments</b>	<b>(3.0)</b>	<b>(6,951,331)</b>	<b>(5,218,990)</b>	<b>(1,732,341)</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>58.0</b>	<b>55,793,954</b>	<b>40,455,119</b>	<b>15,338,835</b>



## SCHEDULE C

DEPARTMENT: Economic and Community Dev  
 FUND: Economic and Community Dev  
 BUDGET UNIT: ECD Consolidated

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Salaries and Benefits There were 2 employees transferred into this consolidated fund, 1 FTE from AAA SBD to do work formerly done by contract worker, and 1 FTE from PSG Admin to CDBG Programs, \$163,552. The department defunded 2 Program Manager positions (\$177,246). A reclassification of an ECD Analyst II to a Fiscal Clerk II will save (\$37,252). The elimination of a Clerk II position and 2 contract employee positions will save (\$158,595). This reduction and restructuring was required to meet this year's budget limitations. An increase of \$47,202 is due to due to opt out and miscellaneous benefit changes.	(3.0)	(162,339)	-	(162,339)
2. Service and Supplies There is an increase in services for CDBG projects by \$218,460 (SBA). An increase of \$184,618 is due to increased fund balance in IVDA Fund (SDK). Also, an increase of \$148,300 is expected in services for administration (SAU). There will be a decrease in miscellaneous services of (\$1,622).		549,756	-	549,756
3. Grants There is a (\$6,370,758) reduction in NIP projects due to lack of HUD homes to purchase and rehab (SAR). A reduction of (\$3,548,688) in CDBG projects is budgeted due to grant and fund balance reduction (SBA). A reduction of HOME Grant funds by (\$1,069,694) due to this years grant reduction and the expenditure of previous years rolled-over grant funds (SAS). A reduction of (\$1,105,961) due to lower amount of Section 108 loans being completed (SBE). There will be an increase of \$2,840,836 due to new Forest Service Grants (SBQ). A decrease of (\$87,243) is budgeted in miscellaneous Grant projects.	-	(9,341,508)	-	(9,341,508)
4. Transfers This includes an increase of \$1,266,541 in transfers for CDBG projects (SBA) due to more projects with county departments. There is a (\$500,000) reduction due to accounting change for capital improvements and a reduction of (\$200,000) due to a reduction of projects assigned to County Departments in Economic Development Initiative EDI (SCS). An increase of \$359,502 in Demolition projects (SBC). An increase of \$105,000 is budgeted in services for NIP (SAR). An additional \$30,000 is budgeted for HOME projects (SAS) and a \$52,636 increase for Blight projects (SAT). The department plans an increase of \$100,000 due to new Forest service grant ( SBQ). An increase of \$70,000 is budgeted for Micro Loan labor charges (SBW). There will be an increase of \$42,597 in miscellaneous funds.	-	1,326,276	-	1,326,276
5. Reimbursements An increase in reimbursements due to increase budgeted labor and service charges to other departmental funds. Fund SAU is a pass-through administration fund and needs to have a zero balance every year. This requires the other funds in the department to absorb their allocation of expenses. SAU increase is \$1,111,208. This increase coincides with increased revenue in other departmental funds.	-	(1,111,208)	-	(1,111,208)
6. Operating Transfers out There is a \$1,500,000 increase budgeted in CDBG projects with A&E (SBA), and an increase of \$500,000 in EDI project payments (SCS). A decrease of (\$212,308) is budgeted in Demo (SBC). These first two increases are due to an accounting change. Charging object code 5030 instead of 5012 for capital improvements. The SBC Fund decrease is to charging object code 5012 instead of 5030.	-	1,787,692	-	1,787,692
7. Taxes An increase of \$30,000 is due to Special Assessments Prior Year history in Demolition program (SBC). An increase of \$10,000 in Delinquent Tax Collection in the Demolition program is budgeted this year. (SBC).	-	-	40,000	(40,000)
8. Fines and Forfeitures An increase in penalty collections is expected on Business Expansion Loans of \$8,500 (SBR).	-	-	8,500	(8,500)
9. Rev from Use of All interest earned from CDBG funds must be returned to the federal government. This reduction reflects the amount budgeted last year in error (\$20,500). The reduction of (\$30,000) for Business expansion loans due to last year's actual income (SBR). An increase of \$4,447 miscellaneous funds is budgeted this year.	-	-	(46,053)	46,053
10. State Aid A reduction of (\$1,000) is due to lack of SB90 funding from the state (SAU).	-	-	(1,000)	1,000
11. Federal Aid A decrease in funding for the Section 108 loan program of (\$1,084,540) is due to less loans being done (SBE). A decrease of (\$685,204) is due to the reduction in grant funds for the HOME program (SAS). A decrease of (\$1,040,998) is due to the reduction of CDBG grant funds (SAU). A decrease of (\$200,000) is due to the reduction of CDBG Rehabilitation funds (SAV). A decrease of (\$387,614) is due to the reduction of CDBG grant funds (SBA). An increase of \$2,890,836 is budgeted in SBQ due to the new Forest Service Grant (SBQ). An increase of \$52,686 for Blight abatement is due to the increased grant allocation (SAT). An increase of \$497 is budgeted in miscellaneous programs.	-	-	(454,337)	454,337
12. Other Revenue A decrease of (\$6,000,000) is due to the NI programs low inventory of homes for resale (SAR). An increase of \$850,000 is due to loan payoffs of HOME program assets (SAS). An increase of \$208,000 is due to increase of Housing Rehabilitation loan payoffs (SAV). An increase of \$180,000 is due to Business expansion loan payoffs (SBR). A decrease of (\$4,100) is budgeted in other miscellaneous funds.	-	-	(4,766,100)	4,766,100
<b>Total</b>	<b>(3.0)</b>	<b>(6,951,331)</b>	<b>(5,218,990)</b>	<b>(1,732,341)</b>

